

RESOLUTION NO R2011-03

A RESOLUTION OF THE CITY OF WILDWOOD, FLORIDA;  
PROVIDING FOR AMENDMENT OF THE PERSONNEL RULES;  
REPEALING RESOLUTION NUMBER 795; AND PROVIDING FOR AN  
EFFECTIVE DATE

WHEREAS, the City Manager and Administration has determined that the Personnel Rules need to be amended to correspond with related Resolutions and policies.

NOW, THEREFORE, be it resolved that the City Commission of the City of Wildwood, Florida hereby adopts the following resolution amending the Personnel Rules and Regulations for the employees of the City of Wildwood as follows (additions are indicated with underline (\_\_\_\_) and deletions are indicated with strike-through (—)):

CHAPTER VI. POLICY 6.4 Employee Travel and Other Official Expenditures Compensation Plan

- A. SUBJECT. Creation of a plan for employees who incur expenditures for travel and other official expenditures.
- B. PURPOSE. To provide for reimbursement to employees for official expenditures.
- C. POLICY. To promote uniform application of compensation for reimbursement to employees who incur official expenditures.
- D. PROCEDURE.
  - 1. The rates of pay do not include allowances for official authorized travel or other expenditures incurred in the conduct of City business, or allowances made to an employee for the official use of his automobile. An employee will be reimbursed for such expenses as established by City policy.
  - 2. All travel payments must be approved by the City Manager in advance and shall conform to the allowances provided in Chapter 112.061, Florida Statutes, including meals. Reimbursement for travel expenses will be paid to an employee only upon submission of an itemized statement thereof.
  - 3. Official use of personal automobile shall be reimbursed at the mileage allowance provided in the Internal Revenue Service, Publication 15, Circular E, and Employer's Tax Guide.
  - 4. ~~Unless meals are provided as a part of the registration for the event being attended by the employee, allowance for meals shall be set by the Commission on an annual basis by resolution.~~
  - 5. If any meals are provided by the event being attended, the employee will not be reimbursed for those meals. If the event requires that the meal be paid for, the employee will be reimbursed for the cost even if it is in excess of the above-referred amounts referenced in Chapter 112.061, Florida Statutes.

6. Employees shall use discount motels if available as part of the event being attended.
7. This policy shall apply to all City Employees including those exceptions listed in policy 1.1.

SECTION 2. Resolution number 795, which has been in effect, is hereby repealed.

SECTION 3. This resolution shall become effective the date it is passed by the City Commission of the City of Wildwood, Florida.

PASSED AND RESOLVED this 28<sup>th</sup> day of March, 2011, by the City Commission of the City of Wildwood, Florida.

SEAL

ATTEST:

Joseph Jacobs  
Joseph Jacobs, City Clerk

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

Ed Wolf  
Ed Wolf, Mayor